

MONTANA SHARED CATALOG
Executive Committee Meeting
Thursday, October 4, 2007
Kalispell Regional Medical Center, Dietary West ~ Kalispell

MEMBERS PRESENT: Beth Chestnut, Alice Meister, Ann Rutherford, Sue Sillick, Marilyn Trosper.

MEMBERS ABSENT: Jane Gardner.

MSL STAFF PRESENT: Ken Adams, Tracy Cook, Bob Cooper, Jim Kammerer, Sarah McHugh.

INCOMING MEMBERS: Kim Crowley, Roberta Gebhardt, Dawn Kingstad, Jean Nielsen.
PRESENT:

OTHERS PRESENT: Claire Morton.

The meeting convened and was called to order at 3:15 p.m. by Sue Sillick. Attendees introduced themselves.

ADDITIONS/CHANGES TO AGENDA: Kim Crowley (proposal for MSC underwriting an MLA presenter); Beth Chestnut (letter from a school librarian).

MINUTES: Ann Rutherford moved and Beth Chestnut seconded to approve the minutes from May 3, 2007.

Motion carried unanimously. Claire Morton clarified two points in the September 7, 2007 minutes. On page one, the expense for the networking consultant is assumed from LSTA monies not Unencumbered Cash and expenses for the Executive Committee is assumed by Unencumbered Cash in FY2008 but will appear as a line item in the FY2009 budget. Ann Rutherford moved and Jean Nielsen seconded to approve the minutes from September 7, 2007 with corrections. **Motion carried unanimously.**

BYLAWS: Sue Sillick wanted to revisit and clarify Article V, #10 regarding the election of chair and vice chair for the Executive Committee. She removed the statement, "within two months," from the proposed revision because it is prudent to have Committee leadership established in order to conduct business. For purposes of FY2008, the election of officers occurred a little early to allow for continuity and the implementation of staggered terms. The consensus is that, beginning in the fall of 2008, a Chair and Vice Chair will be elected right after the fall meeting and an Executive Committee meeting, either in person or by conference call, will be conducted within two months. Sue will manage the budget revision agenda item at the membership meeting.

TRANSFER OF MSC TO MSL: Ken Adams reported that he and Claire Morton have had two meetings with Kris and they went very well. Everything is ready for the transfer with the exception of the LSTA check and one library that hasn't paid their annual invoice ~ until the check arrives MPL can't release the funds. Claire has accounted for most of the carryover (\$170,000) that is earmarked for future expenditures (server replacement, maintenance contracts, EPS/Rooms, etc.). Unencumbered cash will assume the expenses for Jess and Ken's training and potential purchases for NCIP and audio books. It is important to keep the unencumbered cash at 10% the annual budget or below. Travel claims will be submitted on state forms for reimbursement and mileage rates still need clarification. Claire pointed out that the payment mechanism for membership meeting expenses (lunch, room fee, etc.) may have unique problems ~ some caterers invoice, others don't. State guidelines may also be applicable regarding meal price limits. Sarah McHugh added that purchases will have to go through the state process ~ \$25,000 and over will require an RFP.

Darlene Staffeldt has reviewed the MSC budget. She thinks the MSC may want to consider hiring additional help or adjusting costs. It is unclear how much time the fiscal management will take. Ken said it is time

consuming at this point because Kris is learning the "business type model" for the MSC and he is still learning the ins/outs of the system and the workflow with Kris. Sue Sillick suggested that Ken and Kris document how much time they put into the issue and revisit it later. Bob Cooper said it is logical to expect that as an organization grows it is necessary to add help. Sarah McHugh agreed and said the big work comes in at the beginning. She reminded everyone we're almost at the point for additional help. The MSC assistant position was added when the catalog reached 50 libraries ~ we're at 83 now. Sarah also thinks what has hurt the forward movement of the catalog is not focusing on recruitment. Claire said recruiting another large library to join would really help the costs. Bob said additional personnel for help desk and general support in working with the MSC could be added to the 2007/2009 Budget. A jointly funded position could be a possibility because the MSC is a statewide project. If this is the direction the MSC wants to take, it is critical to inform the State Library soon in order to get it on the budget plate ~ any employees here on out will be state employees. Bob feels that as the catalog grows it will be pressed for personnel and he will be supportive if the directive comes from the MSC ~ bring him justification and he will pursue it. Ken said he is not prepared now for justification to add people but probably by a meeting in December he could bring it to the Executive Committee. Ann Rutherford asked what is needed now to make this move forward in an effective timeline. The following steps were outlined:

- MSC decides on adding a new employee and why (Ken to develop justification parameters)
- Ken takes proposal to next Executive Committee meeting (December 2007)
- MSC directive goes to State Library to become a placeholder in 2007/2009 Budget with State Library Commission ~ it is important not to miss the state budget cycle
- Directive needs to include rationale of why the position is needed, FTE (half/full), funding proposal (possible split between MSC/State Library), which year in the biennium it becomes effective
- Concise one-page sheet is needed for budget placeholder before February 2008
- Longer documentation is needed by early summer 2008 to have ready for legislature

CATALOG CLEANUP: Ken Adams envisions a three-pronged attack and hopes to address it with:

- Today's training workshop with a continued emphasis on training; both in person and online.
- The huge file of OCLC numbers Mike has finished running ~ he will pare it down to just duplicates
- The size of the duplicate file is worth hiring people to do another cleanup

Ken recommends doing the cleanup ourselves instead of using an outside vendor ~ it should be an easier process this time. State employees will not be able to participate in this cleanup because they cannot contract as a temporary hire by performing their same job.

NETWORKING CONSULTANT UPDATE: The report Brian Fish submitted was E-mailed previously. Ken Adams said Brian did incredible work and the report is fantastic. Brian's personality and good rapport with the libraries he visited added to the success of the project. He'd like to see this done again in the future. Brian will make a final presentation of his report at 2:00 p.m., next Tuesday (October 9th) at the State Library ~ everyone is invited to attend. Sarah McHugh thinks the report should be posted on the MSC website and made required reading for every library. Alice Meister remarked that the user support on page 3 is also good justification for a new position.

ALBERTON EXTENSION: Ken Adams reported that he had received a very nice note from Linda Gardner at Alberton schools. He reminded the Committee that her request for an extension to go live was approved via E-mail by the Executive Committee.

OTHER MSC UPDATES: Ken Adams reported that Sirsi/Dynix had contacted him wanting to know when the MSC is going to move to EPS/Rooms. Ken asked about the progress for the consortium model and learned

that what we need is in 2.3 but there is no release date yet. He told Sirsi/Dynix that we need a proven model for consortiums before coming on board. The expense is encumbered with a locked in price when the product is made available.

Ken said "Symphony" is the next big product that is being beta tested. It is basically Unicorn with enhancements we've been wanting. There is a home delivery component and an additional wizard called "custom profile list" which each library can set for locations. Symphony appears to be a blend of features from Sirsi Unicorn and Dynix Horizon.

NCIP SOFTWARE PURCHASE DISCUSSION: Sarah McHugh hoped everyone had had an opportunity to read the letter she sent earlier by E-mail. She strongly suggests that the membership approve the purchase of NCIP. There are definitely some bugs that still need to be worked out; however, she is working with OCLC and Sirsi to resolve the issues. Authentication is a huge piece and all future development in this area will require the software. There is some feeling that Sirsi should just give MSC the software because we've done so much to help test the product. Sarah conveyed this to Rick Branham at Sirsi. He will ask but is somewhat discouraged it will be a favorable response. The cost has tripled since the price quote was given to the MSC. Our price is locked in at \$3,500 to purchase with a \$630 annual maintenance. There is a lot of stuff coming that will shake up the ILL world and NCIP will have to be in place. Cost increases may come later.

MLA PROPOSAL: Kim Crowley and Roberta Gebhardt would like to approach the membership tomorrow about MSC underwriting the cost of a program for the 2008 MLA conference. Stephen Abrams, Vice President for Innovations at Sirsi/Dynix is an incredible speaker. He is a very forward thinking individual with great ideas of what the future is for libraries of all types. They have had the opportunity to meet and hear him speak. Kim wishes her entire staff could hear his presentation. Furthermore, it would be a nice gesture from MSC to all Montana libraries. Several 90 minutes sessions are planned so a broader number of people could hear him speak. The expense for this request will be assumed by Unencumbered Cash for a total of approximately \$1,500 (airfare, hotel, and meals). Kim will present the idea at tomorrow's meeting and obtain a straw vote to see if there is interest to proceed. If positive, an official vote will be conducted via E-mail.

LETTER FROM SCHOOL LIBRARIAN: Beth Chestnut read a letter she had received from a school librarian stating that she has a hard time getting to MSC meetings because of finances. Ken Adams said he received an E-mail from this individual too. Schools typically don't get as much administrative support for meeting attendance. Everyone agreed there is growing concern about the number of proxies being submitted for membership meetings. Ken emphasized that the MSC is a commitment with a signed contract and it is definitely a very challenging issue. The suggestion was made to reinforce carpooling and that some mileage reimbursement is available (need to clarify with Kris the policy for amount per mile). Other suggestions included: Using blogs as a communication tool and emphasizing that people simply need to ask for help. Meeting locations is always an issue because of geography. Discussion included: One face to face/one electronic meeting each year, one set place/one variable place each year, or set places for both meetings. Ken will check into teleconference possibilities. Beth said she is opposed to scheduling any meetings on weekends because it demeans the profession. She will also talk to this librarian and post something to the listserv for schools. Sarah McHugh said we need to be realistic about what schools can really do ~ perhaps a school proxy at large would be an option. Bob Cooper said piggybacking meetings and workshops might be considered. Maybe the MSC simply needs to be more flexible.

SIRSI CONFERENCE: Sue Sillick reminded everyone that the recommendation is to send one MSC staff person and four library representatives to the super conference. That being said, she is aware of some grumbling about people having to room together. After some discussion, the consensus is to keep room configurations the same since it would be cost prohibitive to supply individual rooms. However, if someone wants a private room they have the option of paying the difference in price themselves. This will be announced at tomorrow's meeting.

MSC FALL 2007 MEETING: The fall meeting is scheduled for tomorrow, Friday, October 5, 2007 in Kalispell. Sue Sillick reviewed the posted agenda. The meeting will be officiated in the morning by outgoing Executive Committee Chair, Sue Sillick and in the afternoon by the incoming Executive Committee Chair, Dawn Kingstad. Marilyn Trospen will conduct roll call; Hannah Nash will act as secretary. Claire Morton and Jess Tobin will present "Lost Items" and Kim Crowley will present the request to approve the MLA proposal for Stephen Abrams.

MSC SPRING 2008 MEETING: The Spring 2008 Membership Meeting is scheduled for Friday, May 2, 2008 in Miles City. Ann Rutherford reported that Miles City is tentative because a definite location has not been found. Billings may need to be an alternative spot.

NEXT EXECUTIVE COMMITTEE MEETING: Dawn Kingstad will convene a meeting sometime in December ~ date and time to be announced.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Marilyn Trospen
Executive Committee, Vice Chair